

FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place FARINGDON,
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Clerk: Sally Thurston



To: Members of the Finance and Audit Committee

Cllrs: Boulton, Castle, Famakin, Finn, Leniec, Morgan, Norris, Webb, Wild and Wise

You are summoned to attend an extra meeting of the Finance and Audit Committee on Monday 29th July 2024 at 7pm.

Press & Public are invited to attend in person or via this link: [Join the meeting now](#)

Questions can be submitted to: office@faringdowntowncouncil.gov.uk

AGENDA

1. Apologies for Absence

To receive and approve

2. Election of Vice Chair

3. Minutes and notes of meetings

To agree minutes of a meeting held on **Monday 29th April 2024** (attached)

4. Declarations of Interest & requests for dispensations

Members are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when the item is reached. Unless dispensation is granted, you must withdraw from the room when the meeting discusses and votes on the matter.

5. Public Participation Time

This period is designated for public speaking accordance with Standing Order 3 (f). Members of the public are welcome to speak on any business itemised on the agenda for up to 3 minutes. Questions will be restricted to one from each member of public, or a maximum of 3 per meeting. Written notice of questions must be received by the Clerk at least 3 working days before the meeting.

6. Grants Sub Committee

- a. To elected members to serve on the Grants Sub Committee
- b. To elect a Chair of the Grants Subcommittee

7. Suspend Standing Orders to pause the Finance and Audit Committee meeting and hold a Grants Sub – Committee Meeting:

I. Apologies for Absence

II. Minutes

*To approve minutes of a meeting held on **Monday 29th April 2024***

III. Declarations of Interest

Members are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when the item is reached. Unless dispensation is granted, you must withdraw from the room when the meeting discusses and votes on the matter.

IV. Public Speaking and Question Time

This period is designated for public speaking accordance with Standing Order 3 (f). Members of the public are welcome to speak on any business itemised on the agenda for up to 3 minutes. Questions will be restricted to one from each member of public, or a maximum of 3 per meeting. Written notice of questions must be received by the Clerk at least 3 working days before the meeting.

V. Items for Information

To include:

a) Action List

VI. Finance

To receive and consider financial reports

VII. General grant applications

To consider applications for financial assistance from the general grant budget including:

a) Bass Therapy J-Fest - £2,200

b) Faringdon Art Society – room subsidy

c) The Pump House Project Youth Boxing - £2,730

d) Enrych - £1,000

VIII. Painting and Planting Grant Applications to include:

a) Wheatsheaf - £250 + £80

b) Great British Revivals Ltd - £250 + £80

c) The Crown - £250 + £80

d) 4a Market Place - £250 + £80

e) 4b Market Place - £250 + £80

f) Sadlers for information (granted under delegated authority) - £50

IX. Agenda Items

To consider items for a future agenda

Reconvene Finance and Audit Committee Meeting:

8. Items for Information Only to include:

- a. Investment and Interest updates
- b. Action list
- c. VAT compliance check

9. Information Centre

To receive and consider a report (attached).

10. Financial Reports (to follow)

a) To receive and consider the following reports (to follow):

- i. Office and Establishment
- ii. Direct Council Expenditure
- iii. Faringdon Information Centre

b) To receive and consider summaries for the following committees (to follow):

- i. Facilities
- ii. Community and Partnerships

c) To receive full summary including notification of balances

d) To receive CIL payment notification and report

11. Internal Controls

- a. To receive and consider internal audit report 2023 (attached)
- b. To receive and consider a list of direct debits (attached)
- c. To appoint bank signatories for all council accounts. Four councillors and two officers.
- d. To appoint a non-signatory councillor to review invoices monthly
- e. To appoint a non-signatory councillor to review bank reconciliations and payments quarterly
- f. To review and appoint an internal auditor for the 2024.25 financial year

12. Facilities Committee

- a. 11/2/24 Town Park

To accept a quote for £1130 for an initial design for the Town Park refurbishment from DMW Landscapes and fund from reserves.

b. 12/2/24 Telephone Box on Canada Lane

To accept a quote for the refurbishment of the phone box from Faringdon Electrical Services, for a total of £5,141 to include a defibrillator be accepted and fund from with Community Infrastructure Levy or reserves.

c. 13/1/24 Oakwood Park

Consider a quote for new equipment and updating.

d. Lift repairs

To consider a quote for necessary lift repairs from current contractor

13. Community Space and Multi Use Games Area (MUGA)

To receive and consider allocating research and development funds follow advice received at a pre planning meeting to consider possible community space and MUGA at Folly Park.

14. Financial Regulations

To review updated financial regulations for recommendation to Full Council

15. Staffing Policy

To receive and consider the following:

- a. Staff handbook (to cover working from home)

Due to the confidential nature of the following items it is likely they will be held in closed session.

16. Staffing

- a) To consider the fixed term Climate Change Officer post
- b) To consider sickness terms and conditions
- c) To consider the use of agency staff
- d) To receive and consider Local Government Pay claim update

17. The Place

To receive and consider an update on the management of the project from October 2024

18. Agenda Items

To consider agenda items for the next meeting

Sally Thurston
Town Clerk
23rd July 2024